*A green circle with white text and white text

Description automatically generated*A close-up of a person and person shaking hands

Description automatically generatedA white text on a black background

Description automatically generated

**Professional Academic Advisor Onboarding**

*Before Day 1*

This document is used by the Training Lead to make sure the Academic Advisor is ready for day one. This document will be stored \_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
|  | Task |
|  | Welcome Committee has been created and verified for availability. |
|  | Verify that the advisor’s office is equipped with necessary equipment (computer, monitor, desk, private office). |
|  | Meet with Training Lead (or Advising Unit Lead) to create a tentative training schedule for the new Professional Academic Advisor (PAA).  *\*Roles can be requested by the Department Security Administrator (DSA) once training is completed.* |
|  | Meet with training mentor(s). |
|  | Verify PAA training modules are ready and active. |
|  | Send out the official welcome letter/email to the new hire. |



*If we don’t worry about onboarding before the employee starts, then we’re way behind.*

*Ben Peterson, CEO of BambooHR*